

Sacramento Suburban Water District Classification Specification

Job Class: Geographic Information System/Information Technology (GIS/IT) Technician

FLSA Status: Non Exempt

Supervisor: Information Technology Manager

Effective Date: April 2018

Definition/Distinguishing Characteristics

Under general supervision, this journey level position is responsible for performing the full range of assigned duties in Information Technology (IT) and Geographic Information Systems (GIS), including resolving computer networking, hardware and software issues; installing and setting up computers on a network; using Environmental Systems Research Institute (ESRI) software to maintain GIS maps and/or data and review and update water facility maps; performing data collection, computations and technical drawing composition; and performing related work as required.

Examples of Duties

The following duties are typical for this classification. Depending upon the assignment, the employee may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices. Management retains the right to add, remove, or change duties at any time.

- Resolves computer networking, hardware and software issues.
- Performs installation and sets up computers on a network; installs computer software and updates.
- Monitors computer system backups.
- Performs GIS maintenance responsibilities with ESRI software including incorporating new electronic data into existing map layers, making data corrections, performing quality control and developing and maintaining associated base map control.
- Updates water facility maps using ESRI software as necessary to include as-built information.
- Enters valve and service locations into GIS mapping system using ESRI software.
- Coordinates with key staff in various departments to perform data analysis, update data and maps, and provide general mapping expertise.
- Assists with and/or performs resolution of internet telephone system (VoIP) issues.
- Develops GIS procedures and distributes GIS data to end users.
- Updates and maintains geodatabase indices.
- Maintains and updates District's hydraulic model on an as-needed basis.
- May operate AutoCAD workstation and peripherals.
- May produce various AutoCAD maps and drawings.
- Maintains regular attendance and adheres to prescribed work schedule to conduct job responsibilities.

Mental and Physical Requirements

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Travels frequently by automobile in conducting District business.
- Regularly communicates orally with District management, coworkers and the public in face-to-face, one-on-one and group settings.
- Regularly uses a telephone for communication.
- Regularly uses office equipment such as computers and copiers.
- Sits or stands for extended time periods.
- Ability to carry, reach and lift supplies and equipment weighing up to 50 pounds.
- Ability to push, pull and maneuver supplies and equipment of varying weights and configurations.
- Ability to stoop, kneel, crouch, crawl and climb during IT work.
- Hearing and vision within normal ranges with or without correction.
- Occasionally may be required to change working hours or work overtime.

Qualifications

Knowledge Of:

- Basic knowledge of engineering methods and practices.
- Algebra and geometry.
- Computer operating systems and basic networking.
- Active Directory and user account administration.
- Principles, methods, instruments and techniques used in engineering drafting.
- Principles and techniques of complex, technical GIS analysis and mapping using ESRI software.
- GIS methods for the operations and services of the District.
- Advanced use of ESRI ArcMap editing software.
- Basic use of AutoCAD and a relational database such as Microsoft Access or Standard Query Language (SQL).
- Common office computer software and database programs, including the Microsoft Office Suite of Programs (Word, Excel, Outlook, Access and PowerPoint).

Ability To:

- Troubleshoot application, networking, and operating system issues.
- Perform installation of new hardware, operating systems and applications.
- Apply GIS technology.
- Read and interpret graphic presentations of water system infrastructure.
- Organize and coordinate complex tasks required by multiple departments.
- Use computer systems and software related to engineering drafting and computations, and basic AutoCAD.
- Proficiently use enterprise-wide e-mail system and Local Area Networks.
- Perform a variety of technical support work.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative working relationships with coworkers, outside agencies, vendors, consultants/contractors and the public.

Education, Experience, Licenses and Certifications:

Required:

- High school diploma or equivalent.
- Valid California Driver's License issued by the California Department of Motor Vehicles.
- Proof of good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration. The driving record will not contribute to an increase in the District's automobile rates. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Desirable:

Any combination of education and experience which would likely provide the desired knowledge and abilities is acceptable. A typical way to obtain the knowledge and abilities would be:

- Associate in Arts or Science (AA or AS) degree in GIS, Engineering, Engineering Technology, Computer Science, Geography or a closely related field from an accredited college or university.
- Three (3) or more years of increasingly responsible GIS experience, preferably in the water/wastewater industry or a related field, is highly desirable.
- Possession of State of California Water Distribution Operator Certificate Grade D1.
- Knowledge of water utility features and construction.
- IT training in networking issues and computer hardware and software installation and maintenance.

The specific statements shown in each section of this class specification are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.